

APPENDIX B-12: CONTROL NUMBERS

Each lessee assigns a unique control number to each royalty payment made to the state during a Calendar Month. A Calendar Month goes from the first day of the Calendar Month to the last day of the Calendar Month.

Regular Calendar Month Payment:

The 'Control Number' for a specific payment transaction must correspond to the "Control Number" data element reported for all Royalty Valuation Reports and the corresponding Royalty Payment Summary Report covered by that payment. This will identify all Royalty Valuation Reports to its associated payment. The following layouts and examples illustrate the original report filing and payment example for a normal 'Calendar Month' payment. The Control Number is made up of a minimum of 18 digits as follows:

Layout:	Control Number (CN):	000168349P08199700						
	Control No. Segments:	000168349	P	08	1997	0	0	
	Character No.:	1-9	10	11-12	13-16	17	18	

Characters:	Description:
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- | | |
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| 1 - 9 : | Indicates the lessee's Customer ID number. This portion of the Control Number should agree with the lessee's Customer ID number on all Royalty Operator, Royalty Valuation, and Royalty Payment Summary reports. |
| 10 : | Indicates that this number is for a payment, 'P'. |
| 11, 12 : | Indicates the Calendar Month during which the Royalty Valuation Reports and the Royalty Payment Summary Report are filed and when the associated payment is paid. |

01	JANUARY
02	FEBRUARY
03	MARCH
04	APRIL
05	MAY
06	JUNE
07	JULY
08	AUGUST
09	SEPTEMBER
10	OCTOBER
11	NOVEMBER
12	DECEMBER

The March Calendar Month will normally have Royalty Valuation Reports filed for the Current Production Month of February, and a Report Month of March.

The payment due date would normally be the last day of the month. When the last day of the month is a weekend or a holiday the payment is due the last business day of the month before the weekend or holiday in accordance with Regulation 11AAC 04. The exception to this is when lease or other valid agreements specify the first business day after the weekend or holiday. Regardless of the due date specified for payments, use the code for the Calendar Month to which you intend the payment to apply.

Example 1: Production produced during the Calendar Month of January.

Royalty Valuation Reports:

Production Month:	January
Report Month:	February
Payment due:	February
Control Number	
Calendar Month:	February (02)

Royalty Payment Summary Report:

Production Month:	January
Report Month:	February
Payment Due:	February
Control Number	
Calendar Month:	February (02)

Example 2: Same situation as Example 1, except the payment due date is March 1, 2, or 3, i.e. after the weekend or holiday.

Royalty Valuation Reports:

Production Month:	January
Report Month:	February
Payment due:	March (1, 2, or 3)
Control Number	
Calendar Month:	February (02)

Royalty Payment Summary Report:

Production Month:	January
Report Month:	February
Payment Due:	March (1, 2, or 3)
Control Number	
Calendar Month:	February (02)

Example 3: A January Production Month report and payment are filed and paid two months late in April and combined with the Current Production Month Royalty Valuation Reports and payment. NOTE: In this example the Current Production Month Royalty Valuation Reports, the late Royalty Valuation Report,

the Royalty Payment Summary and the payment would all have the same control number.

Current Reports:

Royalty Valuation Reports:

Production Month:	March
Report Month:	April
Payment due:	April
Control Number	
Calendar Month:	April (04)

Royalty Payment Summary Report:

Production Month:	March
Report Month:	April
Payment Due:	April
Control Number	
Calendar Month:	April (04)

Late Report:

Royalty Valuation Report:

Production Month:	January
Report Month:	April
Payment (was) due:	February
Control Number	
Calendar Month:	April (04)

13 - 16: Indicates the year of the Calendar Month for the reports filed that the payment covers.

1997
1998
1999
2000, Etc.

17: Indicates the business center from which the payment is coming. If you have payments from a single business center, then indicate it as '0'. Indicate other additional business centers sequentially as '1, 2, 3, etc.' The purpose is to be able to consistently identify multiple business centers or payment origins for a lessee.

0	Main Business or Payment Origin.
1	Additional Business or Payment Origin.
2	Etc.

18: Indicates the sequential payment, in this case the original payment made for the main business center for Royalty Valuation Reports filed during the regular Calendar Month.

- 0 Original Payment
- 1 Second Payment during regular Calendar Month.
- 2 Third Payment
- 3 Etc.

Revised Royalty Payment Summary:

When filing a revised Payment Summary report, the Production Month, and Report Month should correspond with the same Report Month used for the Calendar Month under which the original payment was made. For example, if you are filing a revised Royalty Payment Summary Report for the July 1997 Production Month, the Calendar Month for the original filing and the revision is August 1997. There should be no new payment associated with a revised Royalty Payment Summary. Therefore, the only changes to the header are a new 'Authorization Date', and a new 'Revision No.' The information in the body of the report should be corrected to match the payment that was actually sent.